



**CITY OF WHITE SALMON**  
**City Council Regular Meeting – Wednesday, December 19, 2018**

**Council and Administrative Personnel Present**

**Council Members:**

Jason Hartmann  
Donna Heimke  
Marla Keethler  
Ashley Post  
Amy Whiteman

**Staff Present:**

Pat Munyan, City Administrator  
Jan Brending, Clerk Treasurer  
Bill Hunsaker, Fire Chief/Building Official  
Mike Hepner, Police Chief  
Ken Woodrich, City Attorney  
David Poucher, Mayor

**1. Call to Order**

Mayor Poucher called the meeting to order at 6 p.m. There were approximately 5 people present.

**2. Roll Call**

All council members were present

**3. Comments – Public and Council**

*Lloyd DeKay, White Salmon* said the park commissioners for the Metropolitan Park District hope to be sworn in the last week of December. He thanked the city for their help in getting the Park District established.

**4. Changes to the Agenda.**

Mayor Poucher asked to have Agenda Item 17, Proposed Interlocal Agreement Between City of White Salmon and White Salmon Valley Pool Metropolitan Park District for Financial and Administrative Services be moved to the first item for discussion. There was a consensus of the council to move the agenda item.

**5. Proposed Interlocal Agreement Between City of White Salmon and White Salmon Valley Pool Metropolitan Park District for Financial and Administrative Services**

Mayor Poucher provided a review of the proposed interlocal agreement. He said Jan Brending will provide financial and administrative services to the Park District at a rate of \$66 per hour for a period from January 1, 2019 through March 31, 2019 with an option to renew on a month-to-month basis.

Ken Woodrich noted that the contract allows the Park District to pay the City of White Salmon when they receive funds from Klickitat County or through a bank loan.

Moved by Amy Whiteman. Seconded by Marla Keethler.

*Motion to approve Interlocal Agreement Between City of White Salmon and White Salmon Valley Pool Metropolitan Park District for Financial and Administrative Services at \$66.00 per hour for a period from January 1, 2019 through March 31, 2019 with option to renew on a month-to-month basis. CARRIED.*

**6. Proposed Annexation WS-ANX-2018-001, Hulbert**

Jan Brending reviewed the proposed annexation from James and Deanna Hulbert. She said the city council accepted a Notice of Intent to Annex at their September 5, 2018 council meeting and specified the adopted pre-annexation zoning of RL, Single-Family Large-Lot Residential would apply to the property upon annexation and that the property proposed to be annexed would be subject to any outstanding indebtedness. Brending said Klickitat County has determined that the signatures on the Petition to Annex represent 100% of the total assessed valuation of the property to be annexed. She said Jim Hulbert is unable to attend the meeting as he is out of the area for the winter. Brending said Hulbert asked her to make one comment for him: "He feels that because the property is served by city services it should be within the city limits."

Mayor Poucher opened the public hearing regarding the proposed annexation.

There was no comment.

Mayor Poucher closed the public hearing.

Moved by Jason Hartmann. Seconded by Amy Whiteman.

*Motion to Approve Ordinance 2018-12-1036, Annexing Certain Real Property to the City of White Salmon and Thereby Incorporating Said Property within the Corporate Limits of the City of White Salmon. CARRIED.*

**7. Proposed Ordinance 2018-12-1031 Amending WSMC 5.04 Business Licenses**

Jan Brending said this is the 2<sup>nd</sup> reading of the proposed ordinance and the 2<sup>nd</sup> public hearing. She said all previous changes have been incorporated into the ordinance.

Mayor Poucher opened the public hearing.

There was no comment.

Mayor Poucher closed the public hearing.

Moved by Amy Whiteman. Seconded by Jason Hartmann.

*Motion to approve Ordinance 2018-12-1031, Amending WSMC 5.04 Business Licenses, Including Severability and an Effective Date. CARRIED.*

**8. Proposed Ordinance 2018-12-1032 Amending WSMC 13.16.055 Revising Sewer Rates**

Jan Brending provided an overview of the proposed amendments to White Salmon Municipal Code 13.16.055. She said the city adopted an ordinance in late 2017 that provided for assigning a Standard Industrial Code (SIC) to each commercial and industrial business. She said the amendment provides that all commercial and industrial businesses will be billed at the Low Strength SIC from January 1, 2018 through January 31, 2019 and will be assigned an appropriate SIC by February 1, 2019. Brending said in addition a provision that states all future rates and service charges shall be adopted by resolution has been deleted since the ordinance provides for future rate and service charge changes.

Mayor Poucher opened the public hearing.

There was no comment.

Mayor Poucher closed the public hearing.

Moved by Donna Heimke. Seconded by Jason Hartmann.

*Motion to approve Ordinance 2018-12-1032 Amending WSMC 13.16.055 Revising Sewer Rates, Repealing Sections and Providing for Severability and an Effective Date. CARRIED.*

**9. Proposed Ordinance 2018-12-1033 Amending WSMC 13.16.065 through 13.16.075 Revising Billing Procedures**

Jan Brending reviewed the proposed amendments to White Salmon Municipal Code 13.16.065 through 13.16.075 revising the city's utility billing procedures. She said the city's code currently provides that all water and sewer services are the responsibility of the owner of the property served. She said the city has been allowing tenants to setup separate utility accounts and that when tenants move in and out of the property the city has been creating final bills and new bills (adjustments) based on information provided by the tenants. Brending said the amendments provide that the utility account is in the property owner's name with a tenant added at the owner's request. She said new accounts will not be created when a tenant moves out nor will prorated bills be created. Brending said the amendments provide a service the property owner can pay for, at \$50, to have the meter read and a spreadsheet prepared showing the prorated amounts for different tenants. She said she believes the changes in the billing procedures will increase productivity at city hall. Brending said in addition, the billing due date will be changed from the 25<sup>th</sup> to the 20<sup>th</sup>.

Mayor Poucher opened the public hearing.

There was no comment

Mayor Poucher closed the public hearing.

The city council and staff discussed the proposed amendments. There was concern expressed that a property owner could include water and sewer services in the rent and use these services as an excuse to increase the rent.

Brending noted that the situation could occur currently without any amendments to the code. She said the proposed amendments clarifies the code. She said the only thing that is really changing is the due date and the fact that the city will not create separate accounts for each tenant. Brending noted that she is not sure there is anything that the city can do related to rent increases within its utility billing codes. She said there may be other options related to rent control but the council would need to check with the city attorney on what those options might be.

The city council and staff discussed moving the billing due date from the 25<sup>th</sup> to the 20<sup>th</sup>.

Brending said she provided some initial information about the proposed changes in the November utility billing and will include information in the December and January utility billing. She said the change will occur with the February billing that will be due March 20<sup>th</sup>.

The council expressed a desire to waive late fees for the first utility billing that is due on the 20<sup>th</sup> of the month.

Moved by Marla Keethler. Seconded by Jason Hartmann.

*Motion to approve Ordinance 2018-12-1033, Amending WSMC 13.16.065 through 13.16.075 Revising Billing Procedures, Repealing Sections and Providing for Severability and an Effective Date and waiving late fees for the February billing that will be due March 20. CARRIED.*

**10. Proposed Ordinance 2018-12-1034 Amending WSMC 13.16.025 Revising Water Rates**

Jan Brending reviewed the proposed amendments to White Salmon Municipal Code 13.16.025. She said the city's codes provide for a Service Call Fee at \$20 within the city limits and \$28 outside the city limits. Brending said, in addition, the code provides for an additional \$40 fee for service calls that are called in after hours. She said the amendment increases the basis fee to \$40 for inside city limits and \$46 for outside city limits and that the after hours additional fee is increased to \$100.

Mayor Poucher opened the public hearing.

There was no comment.

Mayor Poucher closed the public hearing.

Moved by Ashley Post. Seconded by Amy Whiteman.

*Motion to approve Ordinance 2018-12-1034 Amending WSMC 13.16.025 Revising Water Monthly Fees, Repealing Sections and Providing for Severability and an Effective Date. CARRIED.*

**11. Proposed Ordinance 2018-12-1035 Amending WSMC 2.04.050 through 2.04.060 Amending Mayor Committee Appointments**

Mayor Poucher reviewed the proposed changes to the committee structure. He said the proposed amendments will combine the city's 8 committees and Tree Board to 3 committees and the Tree Board. Poucher said the amendment will also reduce the number of committee meetings per month from 9 to 4.

The city council discussed the proposed changes and said they liked the idea of combining the committees. There was some discussion about moving Parks from City Operations to Community Development. There was consensus to leave it in City Operations.

Moved by Amy Whiteman. Seconded by Jason Hartmann.

*Motion to approve Ordinance 2018-12-1035 Amending WSMC 2.04.050 through 2.04.060 Regarding Mayoral Committee Appointments, Providing for Severability and an Effective Date. CARRIED.*

**12. Proposed Budget Amendments**

Jan Brending presented the final 2018 budget amendment. She noted that the amendments adjust revenues and expenditures based on actual or year-to-date information plus projections. Brending said the amendment also provides for the removal of revenues that will not be realized until 2019. Brending said an amendment related to the Street Fund and Current Expense Fund converts a short-term loan to an Interfund Load with repayment of most of the loan in 2019. She said this is due to delays in receiving grant funding. She said in addition, funds that were allocated to be placed in the Municipal Capital Improvement Fund are moved to the General Reserve Fund. Brending said these are funds that come from the Current Expense Fund and are not taxes that are restricted by state law. She said the budget amendments were reviewed by the budget committee.

Moved by Ashley Post. Seconded by Jason Hartmann.

*Motion to approve Ordinance 2018-12-1037 Amending the Budget for the City of White Salmon, Washington for Fiscal Year Ending December 31, 2018. CARRIED.*

**13. Proposed Resolution 2018-12-447, Authorizing Interfund Loan**

Jan Brending said the proposed resolution formally authorizes the interfund loan identified in the proposed 2018 budget amendments. She said the resolution allows a short-term loan to be converted to an interfund loan as of January 1, 2018.

Moved by Amy Whiteman. Seconded by Ashley Post.

*Motion to approve Resolution 2018-12-477 Authorizing Interfund Loan from Current Expense Fund to Street Fund in the amount of \$350,000. CARRIED.*

**14. Memorandums of Understanding with AFSCME Local 1533 W Bargaining Units, Municipal (Non-Uniformed) Employees CBA Police Officers, Sergeants, Limited and Non-commissioned Employers CBA**

Jan Brending and Pat Munyan reviewed four proposed memorandums of understanding (MOU) with the union.

1. MOU addressing issues raised in the Supreme Court decision in Janus v. AFSCME.
2. MOU establishing Consumer Price Index mechanism which addresses wages for 2019 and 2020.
3. MOU clarifying that employees may receive payment for accumulated Washington Paid Sick Leave upon death or retirement.
4. MOU establishing that the city will pay the employee share of the premium required by RCW 50A.04, Family and Medical Leave Program.

Moved by Jason Hartmann. Seconded by Donna Heimke.

*Motion to approve the following Memorandums of Understanding:*

1. *Memorandum of Understanding with AFSCME Local 1533 W Bargaining Units Municipal (Non-Uniformed) Employees CBA and Police Officers, Sergeants, Limited and Non-Commissioned Employees CBA regarding language that addressed the issues raised in the Supreme Court decision in Janus v. AFSCME.*
2. *Memorandum of Understanding with AFSCME Local 1533 W Bargaining Units Municipal (Non-Uniformed) Employees CBA and Police Officers, Sergeants, Limited and Non-Commissioned Employees CBA regarding the establishment of a Consumer Price index mechanism which addresses wages for 2019 and 2020.*
3. *Memorandum of Understanding with AFSCME Local 1533 W Bargaining Units Municipal (Non-Uniformed) Employees CBA and Police Officers, Sergeants, Limited and Non-Commissioned Employees CBA clarifying that employees may receive payment for accumulated Washington Paid Sick Leave upon death or retirement.*
4. *Motion approve Memorandum of Understanding with AFSCME Local 1533 W Bargaining Units Municipal (Non-Uniformed) Employees CBA and Police Officers, Sergeants, Limited and Non-Commissioned Employees CBA authorizing the city to pay the employee share of the premium required by RCW 50A.04, Family and Medical Leave Program.*

*CARRIED.*

**15. Proposed Resolution 2018-12-478, Revising Salary Matrix**

Jan Brending reviewed proposed Resolution 2018-12-478 Revising Salary Matrix. She said the salary matrix is based upon the CPI adopted in the Memorandum of Understanding with the Union. Brending said it provides for a 2.9% cost of living adjustments for salaries.

*Amy Whiteman stepped out of the council meeting room.*

Moved by Ashley Post. Seconded by Donna Heimke.

*Motion to approve Resolution 2018-12-478 Revising Salary Matrix. CARRIED with Amy Whiteman abstaining due to absence from meeting room.*

**16. Proposed Resolution 2018-12-479, Amending Personnel Policy**

Jan Brending said the proposed resolution amends the personnel policy to provide that Washington Paid Sick Leave is eligible for buyout upon death or retirement.

Moved by Donna Heimke. Seconded by Jason Hartmann.

*Motion to approve Resolution 2018-12-479 Revising Personal Policy Revising Washington Paid Sick Leave Policy. CARRIED with Amy Whiteman abstaining due to absence from meeting room.*

**17. Proposed Resolution 2018-12-480 Authorizing City to Pay 100% of Employee's Share of Washington Paid Family and Medical Leave Program Premiums**

Jan Brending said the proposed resolution authorizes the city to pay 100% of employee's share of the Washington Paid Family and Medical Leave Program premiums.

*Amy Whiteman returned to the council meeting room.*

Moved by Donna Heimke. Seconded by Jason Hartmann.

*Motion to approve Resolution 2018-12-480 Authorizing City to Pay Employee Share of Washington Paid Family and Medical Leave Program Premiums. CARRIED.*

**18. Consent Agenda**

- a. Approval of Minutes – November 19, 2018
- b. Treasurer's Reports – October and November 2018
- c. Report of Waived Late Fees
- d. Approval of Vouchers

Vouchers audited and certified as required by RCW 42.24.080 and expense reimbursement claims as required by RCW 42.24.090 as of this 19<sup>th</sup> day of December, 2018.

Type	Date	From	To	Amount
Claims	12/19/2018	34501	34561	113,117.29
		EFT	EFT	9,456.39
			Claims Total	122,573.68
Payroll				
			Payroll Total	0.00

<b>Manual Claims</b>	12/4/2018	EFT	EFT	63,178.42
	12/06/218	EFT	EFT	398.40
			<b>Manual Total</b>	<b>63,576.82</b>
			<b>Total All Vouchers</b>	<b>186,150.50</b>

Donna Heimke moved, Amy Whiteman seconded.

*Motion to approve consent agenda. CARRIED.*

**19. Department Head and Committee Reports**

**Bill Hunsaker, Fire Chief and Building Official** provided a review of building permits for 2018. He said that overall there has been a steady increase in permits the last several years. Hunsaker said Tony Gilmer, the new fire training officer, is now on duty. He said he thinks the training officer will be great thing for the departments.

**Mike Hepner, Police Chief** said the speed signs have come in and he will work with public works to get them installed.

**Pat Munyan, City Administrator** said he is working on a scope of work for the addition and completion of city hall exterior. Munyan said the work on the ASR project is on target with implementation by the end of January or early February.

**Donna Heimke, Council Member** said she received an email from Rick Peterson regarding burn piles.

Bill Hunsaker said the city responded to the emails and that he has talked to Rick Peterson. He said the burn piles that Peterson was referring to were not located with the city limits. Hunsaker said he has talked to the Department of Ecology regarding the city's burn program. He said DOE feels like it is a good process. Hunsaker said there are many locations with the city that are too small for burning.

**Jason Hartmann, Council Member** said he spoke with Church Vartz about any concerns he might have. Hartmann said Vartz has no concerns.

Bill Hunsaker said he feels the relationship with Fire District 3 is the best that has been.

**Committee Appointments**

The council and the mayor discussed committee appointments.



Moved by Ashley Post. Seconded by Jason Hartmann.  
*Motion to confirm the following appointments. CARRIED.*

***Personnel and Finance Committee:*** Donna Heimke and Amy Whiteman with Scott Clements as Public Representative

***City Operations Committee:*** Jason Hartmann and Ashley Post

***Community Development Committee:*** Marla Keethler and Amy Whiteman.

*Tree Board appointments remain the same as in 2018.*

The council discussed the public as being members of the committee. It was noted that the committee meetings are open to the public and it is up to the committee as to how the public participates at committee meetings.

**20. Adjournment**

The meeting was adjourned at 8:00 p.m.

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David Poucher, Mayor

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Jan Brending, Clerk-Treasurer